

Business Case Template

BUSINESS CASE	
1. Project Summary	
a. Project Initiator	
b. Project Sponsor	
c. Project Description	
d. Needs and scope	
e. Target customer	
f. Objectives, outcomes, and benefits	
g. Features to be included and the need they satisfy	
h. Costs	
i. Risks	
j. Complexity assessment	
k. Duration	
l. Leadership requirements	
m. Team skill requirements	
2. Statement of Need	
a. Unmet Need or Opportunity	
b. Anticipated Benefits	
c. Rationale for assigning priority	
d. Specific Business needs (current and future)	
e. How was the need determined	
f. Supporting data	
g. Names of stakeholders consulted	
h. Names of stakeholders supporting this proposal	
i. Consequences of not proceeding	
3. Consideration and selection of Preferred Option	
a. Options considered	
b. Strengths and weaknesses of each option	
c. Reason preferred option was chosen	
d. Investment alternatives	
e. Assumptions made	
f. Alignment with University policies and strategies	

g. Any Business Process changes? If so, outline them	
4. Financial Analysis – Outputs, Benefits, costs, and Risks	
a. Costs	Year 1 Year 2 Year 3
i. Capital costs	
ii. Operating costs	
iii. Total cost of ownership	
iv. Impact on other projects	
v. Impact on HR policies/requirements	
b. Benefits	
i. Savings	
ii. Potential Revenue	
iii. Expected Outcomes	
Summary	
c. Funding	
i. Net Impact (Cost –Benefit analysis)	
ii. Funding Requirements	
iii. Other sources of funding	
d. Unquantifiable impact	
e. ROI	
f. Risks	
5. Competitive Analysis	
6. Implementation Strategy	
7. Factors critical to project success	
8. Criteria for measuring success	